

Chief, Management Staff

29 March 1956

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Weekly Report - Week Ending 28 March 1956

1. At the request of the Area Records Officer, we are assisting the Security Office in the application of their records control schedule and in the installation of a filing system in the Physical Security Division.

2. The periodic step increase form and the other related forms have been completed and coordinated with the necessary offices. The new form will be put into use as soon as it is received from the manufacturer.

3. The Cable Secretariat has asked for assistance in the revision of an existing form and the development of new ones to record cable/throughout the Agency.

4. As a result of the completion of the reports inventory in the DD/S and DD/I areas we have underway the following proposals:

(a) A revised system for the receipt and accountability of Agency telephone directories. This will provide for the use of a form which will eliminate the preparation of over 120 separate memoranda annually.

(b) The submission of the staff duty officer's check list on a monthly basis rather than daily. The adoption of this proposal will eliminate a considerable amount of paperwork which results from the daily submission of these reports from about [REDACTED]. Savings of about \$400.00 in printing costs will also be accomplished.

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5. The transfer of inactive records from offices to the Records Center continues at an encouraging rate. Last week, the transfers amounted to the equivalent of 40 safe file cabinets, an average of 8 for each week day. Last year at this time the average was about 2 safe file cabinets per work day.

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